

Saginaw Intermediate School District

Invitation to Bid

DIGITAL COPIER / PRINTER / SCANNER / FAX EQUIPMENT RFP

The Saginaw Intermediate School District (SISD) is seeking bids for B/W and color networked copier / printer / scanner / fax equipment. The RFP will be available from the District's Technology Designer beginning **Monday, March 20, 2006**. (Please call, fax, or e-mail to make arrangements.) Bid documents are available by Web site, UPS or Federal Express, COD or Receiver Account number, and by pick up at the following address:

Childs Consulting Associates, Inc.
514 Lakeside Dr.
Mackinaw City, MI 49701
Telephone (231) 436-4099
Fax (231) 436-4101
Attn: Ms. Millie Smith

The RFP requires a compliance form and a base bid cost summary form that shall be returned by all bidders. All bidders must indicate an installation schedule based on the installation timeline provided in this RFP. All bidders must submit unit pricing. **Each bidder shall submit with his/her proposal either a bid bond or a certified check equal to five percent (5%) of the total base bid amount payable to the Saginaw Intermediate School District.**

In accordance with Michigan School Code Section 129.201, before awarding the work, successful contractor(s) must obtain Performance and Payment Bond for any project exceeding \$50,000. The Performance and Payment Bond shall be in an amount equal to the contract amount. The Performance and Payment Bond shall be solely for the protection of the SISD. A surety company authorized to do business in the State of Michigan shall execute the Performance and Payment Bond.

The respondent must be in compliance with PA 232 and recently comply with School Safety statutes as recently enacted. The RFP contains complete details.

The SISD will receive sealed proposals for the above project at the Saginaw Intermediate School District Office, 6235 Gratiot Road, Saginaw, MI 48603; Attention: Sally Peterson. Three (3) copies of a sealed bid, an electronic copy (on Excel), and your bid bond / certified check are required in the proposal.

Mark the outer bid envelope: **"B/W & Color Copier / Printer / Scanner / Fax Equipment"**

Bids are due April 6, 2006 at 1:30 p.m. No electronic or fax bids will be accepted. The SISD Board of Education reserves the right to accept or reject any or all bids, to waive any informality therein, or to award the contract to other than the lowest bidder, whichever is in the best interest of the SISD.

Bids received after the stated due date and time will be returned to vendors unopened.

For downloadable response forms please go to the web site of
Childs Consulting Associates, the District's Technology Designer
– www.childs.com.